

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

1. <b>Ministry:</b> Ministry of Finance and Economic Development		
2. <b>Position Title:</b> Deputy Director	3. <b>Salary Level:</b> 4.	4. <b>Division:</b> National Economic Planning Office (NEPO)
5. <b>Reports To:</b> Director of Planning	6. <b>Direct Reports:</b> Senior Sector Economists	
<p><b>Primary Objective of the Position:</b></p> <ul style="list-style-type: none"> <li>• To provide direct support to the Director of Planning in managing the financial resources of Kiribati through enhanced budget planning and management and fulfilment of other responsibilities of this position. The primary aim is to achieve an efficient allocation of our financial resources by enhanced alignment of the budget with the MOPs and ultimately, the KDP and KV20.</li> <li>• To support enhancement of aid coordination and management</li> </ul>		
7. <b>Position Overview:</b>		
9. <b>Financial:</b> NA	10. <b>Legal:</b> Public Finance Act	

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<p>11. Internal Stakeholders: Cabinet Parliament Ministries</p> <p>To be referred to Manager: Provision of policy advice or any other matters/issues relating to aid coordination or the budget</p>	<p>12. External Stakeholders: World Bank IMF Other donors</p> <p>To be referred to Manager Provision of policy advice or any high level matters/issues relating to aid coordination or the budget</p>	
<p><b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i></p> <ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: KPA 2: Economic Growth and Poverty Reduction</i></li> <li>▪ <i>MOP Outcome: KPA 2: Economic Growth and Poverty Reduction</i></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>

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<p>Leadership and management of the National Economic Planning Office</p>	<ol style="list-style-type: none"> <li>1. Assist the Director of Planning to improve human resource management within NEPO so that staff are suitably mentored, supervised and managed, and they develop their skills and abilities to conduct their jobs effectively.</li> <li>2. Assist the Director of Planning to develop annual work plans for NEPO and to provide inputs into the MFED MSP and MOP.</li> <li>3. Work with relevant stakeholders, including donors, to ensure the effective implementation of key economic and public financial reform programs endorsed by the Government of Kiribati.</li> <li>4. Execute regular responsibilities in relation to national Budgeting, implementing incremental improvements where possible and desired.</li> <li>5. Raise the awareness of economic decision-making and its implications on government finances and economic development</li> <li>6. Strengthen development program reporting and the alignment of national programs to the Kiribati Development Plan</li> </ol>	<p>Implementation of agreed economic reforms</p> <p>Production of the annual Budget, and associated Development Budget</p> <p>Production of Supplementary Budgets</p> <p>Ensure the provision of quality fiscal, economic, and development advice at the highest levels of Government</p> <p>Publish the semi-annual update of the Kiribati Development Plan</p> <p>Preparation of a new Kiribati Development Plan, aligned to KV20 objectives</p> <p>Production of a list in priority order by agency of key aid funding programs and projects in line with the KDP</p>
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<p>Increased aid effectiveness, improved absorptive capacity and impacts on the ground</p>	<ol style="list-style-type: none"> <li>1. Ensure alignment of aid programs with the KDP and compliance with the government system</li> <li>2. Provide Secretariat services for the Development Coordinating Committee</li> <li>3. Increase awareness of project cycle by all stakeholders and aid beneficiaries</li> <li>4. Provide required inputs for preparation of the annual Development Budgets</li> </ol>	<ol style="list-style-type: none"> <li>1. Increased alignment and compliance with government systems</li> <li>2. Informative and timely services on aid programs and their disbursement;</li> <li>3. Efficient provision of services related to the project cycle to all stakeholders</li> <li>4. Quality and timely production of required inputs for preparation of Development Budgets</li> </ol>
<p>Fiscal prudence and efficient allocation of resources through:</p> <p>1) Improved budget planning</p> <p>2) improved budget execution:</p> <p>3) improved budget monitoring</p>	<ol style="list-style-type: none"> <li>1. Assist the Director of Planning to develop budget ceilings using the Medium Term Fiscal Framework (MTFF) and the accompanying fiscal strategy;</li> <li>2. Maintain budget database including approved annual budgets and supplementary budgets</li> </ol> <ol style="list-style-type: none"> <li>1. Ensure Ministries spend only within appropriated budgets and achieve their revenue targets;</li> <li>2. Keep record of virements and supplementary budget applications and be able to assist in reviewing them to make recommendations for their financing options;</li> <li>3. Ensure budget alignment with MOPs and the KDP;</li> </ol> <ol style="list-style-type: none"> <li>1. Provide support and required inputs to reviewing monthly monitoring report of annual budget and seeking Cabinet's consideration on recommendations from the review to improve budget execution and overall management.</li> </ol>	<ol style="list-style-type: none"> <li>1. Informative and timely service with regard to the production of the Annual Budget and Supplementary Budget</li> <li>2. Production of timely and accurate information</li> </ol> <ol style="list-style-type: none"> <li>1. Increased achievement of revenue targets and decreased overspending;</li> <li>2. Increased alignment of budget with MOPs and the KDP;</li> </ol> <ol style="list-style-type: none"> <li>1. Quality and timely review of monthly budget monitoring and submission of the review recommendations to Cabinet;</li> </ol>

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Provision of Economic Advice	<ol style="list-style-type: none"> <li>1. Produce economic advice for the Cabinet, Minister and Secretary</li> <li>2. Provide Secretariat services and assist with the actions of the Economic Reform Task Force</li> </ol>	<ol style="list-style-type: none"> <li>1. High quality and timely economic advice</li> <li>2. Production of high quality information</li> </ol>
Administrative Activities	Deputising for the Director of Planning Financial management of NEPO Cabinet documents Economic research and analysis	Liaison with donors Secretariat duties Timely advice Production of high quality reports
Clerical Activities	Maintenance of data bases	Accuracy in the maintenance of data bases
Supervision	Supervises Sector Economist (s)	
<b>10. Key Challenges</b>		<b>11. Selection Criteria</b>
<ul style="list-style-type: none"> <li>• The need to provide rigorous analysis on economic policy resources allocations across government, and improve the quality of data and decision making.</li> <li>• Maintenance of professional working relations with stakeholders focused on improving value for money and increasing the impact of public spending;</li> <li>• The need to improve the coherence and consistency development plans and sectoral strategies, and their alignment with resource allocations</li> </ul>		<p><b>11.1 PQR (Position Qualification Requirement):</b></p> <p><b>Education:</b> Degree in Economics (preferably at Masters level) or relevant fields, i.e. Corporate Finance, Public Finance, Commerce, Business Studies, Development Studies with 5 year's post degree experience at middle management level</p> <p><b>Experience:</b> Relevant work experience desirable but not essential</p> <p><b>Job Training:</b> NA</p>

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<ul style="list-style-type: none"><li>• The need to reduce fragmentation and transaction costs across the Development Program, including to improve aid effectiveness;</li><li>• Willingness to work extra hours especially during the preparation of the annual budgets to ensure obtaining Cabinet's and then Parliament's required approvals on time;</li><li>• Capability to be firm and confront bitter situations particularly in times of budget negotiations and the like;</li><li>• The need to understand and apply the MTFF</li><li>• The need to keep the budget preparation according to the budget cycle to ensure quality and timely production of the budget ceiling and other phases in the budget cycle;</li><li>• Quality and timeliness issues of provision of both budget/estimate and actual revenues and expenditures from line Ministries through Account Division to NEPO;</li><li>• The need to strengthen the reporting system between Ministries and MFED/NEPO.</li></ul>	<p><b>11.2 Key Attributes (Personal Qualities):</b></p> <ol style="list-style-type: none"><li><b>1. Knowledge</b><ul style="list-style-type: none"><li>○ Strong analytical skills</li><li>○ Computer literate particularly with regard to Microsoft Excel and Word</li><li>○ Fluent in written and spoken English</li></ul></li><li><b>2. Skills:</b><ul style="list-style-type: none"><li>○ Speaking</li><li>○ Active Listening</li><li>○ Reading Comprehension</li><li>○ Social Perceptiveness</li><li>○ Monitoring</li></ul></li><li><b>3. Attributes</b><ul style="list-style-type: none"><li>○ Efficient</li><li>○ Effective</li><li>○ Innovative</li><li>○ Creative</li><li>○ Approachable</li><li>○ Cooperative</li><li>○ Fair</li><li>○ Hardworking and dedicated</li></ul></li></ol>
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